

Meeting Room Use Policy

Rev. 3.2025

When not in use by the Library, its partners, or government agencies, our meeting rooms are available for local community groups. These rooms differ from the smaller study rooms meant for groups of 12 people or fewer.

Who Can Reserve a Room

Any community group or individual hosting a meeting for more than 12 people may reserve a room. The contact person reserving the room must have a valid Fremont Public Library District card.

What You Can Use the Rooms For

- Meeting rooms are available for activities that won't disrupt regular library services. This means no loud rallies, big ceremonies, parties, or social events.
- Meetings do not need to be open to the public, but if they are open to the public, you must abide by our Publicity Rules (see below).

Publicity Rules

Groups are responsible for advertising their events and must clearly state that the Library is not hosting the event. Advertisements or invitations should include the following statement:

"Fremont Public Library provides meeting room space as a community service.
The Library does not sponsor or endorse this event or the group hosting it."

Reservations

- The person reserving must be 18 or older and have a valid Library card.
- Reservations require Library approval.
- Rooms can be booked no more than 45 days, and at least 7 days, in advance.
- Each group may reserve a room for up to 3 hours per day, and no more than once per month.
- Reservations can't be transferred to another group.

Accessibility

All rooms are wheelchair accessible. Restrooms and vending machines are nearby. If someone needs special accommodations under the Americans with Disabilities Act, the group hosting the meeting must make those arrangements.

Room Capacity & Setup

- Room capacity is based on fire department limits and room size. These limits are listed in the room descriptions online.
- Capacity may also be adjusted based on health guidelines or other needs.
- Room setup options are available at the time of reservation.

Costs & Responsibilities

- Rooms are free to use.
- A minimum \$50 fee will be charged to the contact person if the room is left messy, damaged, or if furniture needs extensive rearranging.

Cancellation Policy

- The Library may cancel reservations due to unusual circumstances and will try to notify the contact person via email as soon as possible.
- The Library also reserves the right to change the reservation to another room if there are issues or room conflicts and will email you if such a change is made.
- If the Library closes due to emergency, all meeting room reservations will be canceled and you will be notified via email. Closures are also posted on the Library's website.
- If you need to cancel, please let the Library know at least 24 hours before your meeting.

Meeting Room Rules

- **No Fees or Sales:** You can't charge admission or sell goods. You may only charge for supplies that attendees take home.
- **No Smoking or Alcohol:** Smoking, vaping, and alcohol are not allowed.
- **No Food:** Covered drinks are okay, but food is only allowed in the snack areas of the Library.
- **Furniture and Safety:** Keep emergency exits clear if rearranging the furniture, and don't borrow from other areas without permission from a Library staff member.
- **Noise Levels:** Keep noise at a level that doesn't disturb others. Our rooms are not soundproof.
- **Wi-Fi Use:** If you need more than 5 Wi-Fi connections or plan to use a personal hotspot, please ask for permission.
- **Supervision:** Groups with children or individuals needing care must provide enough adult supervision.
- **No Storage or Hazardous Materials:** The meeting rooms will not be locked if you need to leave the room. Do not store or leave items or use hazardous materials in the meeting rooms.
- **End on Time:** Meetings must end at least 15 minutes before the Library closes so everyone can exit on time.

Clean-Up & Liability

Please leave the room clean and tidy and put furniture back the way you found it. Groups are responsible for any accidents, injuries, or property loss during their meeting.